

## MINUTES

### REGULAR MEETING

### FAIRHAVEN HOUSING AUTHORITY

October 21<sup>st</sup>, 2021

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of October 21<sup>st</sup>, 2021 to order at 2:00 p.m.

**PRESENT:** Chairman Jean Rousseau, Commissioner Anne Silveira, Commissioner Carol Alfonso, Commissioner Ronnie Manzone and Commissioner Marc Scanlon.

**ABSENT:** No one.

**STAFF:** Krisanne Sheedy & Kim Marie McArdell.

The minutes were recorded by Kim Marie McArdell.

Chairman Rousseau stated the Board meeting is available to the general public in person or via remote.

#### **John Winslow of Winslow Architects - Discussion of the ModPhase Project**

Mr. Winslow explained to the Board the only way to achieve the budget of \$6,300,000.00 is to divide the ModPhase Project into two phases. There are four options. Option 5 for \$6,001,570.00 will have a new kitchen with the improved layout, new bathroom, new flooring, will stack the HC units and have the small generator. Wings C & E will be in phase two. Option 5.1 for \$6,271,048.00 will have a new kitchen with the improved layout, new bathroom, new flooring, will have the HC units on the 1<sup>st</sup> floor and have the small generator. Wings C & E will be in phase two. Option 5.2 for \$6,320,768.00 will have a new kitchen with the improved layout, new bathroom, new flooring, will have the HC units on the 1<sup>st</sup> floor and have the large generator. Wings C & E will be in phase two. Option 5.3 for \$6,886,062.00 will have a new kitchen with the improved layout, new bathroom, new flooring, will stack the HC units and have the small generator. Wing C will be in phase two. Mr. Winslow stated while DHCD cannot formally approve funds for phase two at this point, it would seem that given these improvements in phase one it is hard to imagine that DHCD would leave a development with this kind of unequal unit qualities. It would be reasonable to expect a phase two to follow this work. After a lengthy discussion the Board made a selection on which scope of work to continue with.

**Voted: Chairman Rousseau made a motion to approve Option 5.2 - Phased Development of the ModPhase Project for \$6,320,768.00. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**Acceptance of the Minutes of the Regular Meeting of September 16<sup>th</sup>, 2021.**

**Voted: Commissioner Silveira made a motion to accept and place on file the Minutes of the Regular Meeting of September 16<sup>th</sup>, 2021. Motion seconded by Commissioner Scanlon. Vote unanimous.**

**Tenant/Public Participation/ In Person or Remote**  
None

#### **Warrant & Operating Reports**

**Approval of the Warrant - Bills - September 16<sup>th</sup>, 2021 through October 15<sup>th</sup>, 2021**

The Board reviewed the warrant for September 16<sup>th</sup>, 2021 through October 15<sup>th</sup>, 2021.

**Voted: Commissioner Scanlon made a motion to approve and place on file the warrant for bills from September 16<sup>th</sup>, 2021 through October 15<sup>th</sup>, 2021. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Approval of the Warrant - Bills - October 16<sup>th</sup>, 2021 through October 21<sup>st</sup>, 2021**

The Board reviewed the warrant for October 16<sup>th</sup>, 2021 through October 21<sup>st</sup>, 2021.

**Voted: Commissioner Alfonso made a motion to approve and place on file the warrant for bills from October 16<sup>th</sup>, 2021 through October 21<sup>st</sup>, 2021. Motion seconded by Commissioner Scanlon. Vote unanimous.**

#### **September 2021 Tenant Aging and Credit Account Balance Reports**

The Board reviewed the Tenant Aging and Credit Account Balance Reports for September, 2021.

**Voted: Commissioner Silveira made a motion to accept and place on file the Tenant Aging and Credit Account Balance Reports for September, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.**

#### **September 2021 Breakdown of Vacancy Numbers and Timing**

The Board reviewed the Breakdown of Vacancy Numbers and Timing Report for September 2021. Chairman Rousseau would like a price per unit cost from the offline apartments at Oxford Terrace. Director Sheedy and the Fee Account will be working on the budget and will work on those figures as well.

**Voted: Commissioner Alfonso made a motion to accept and place on file the Breakdown of Vacancy Numbers and Timing Report for September 2021. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Utility Usage and Expense Report - September 2021**

The Board reviewed the Utility Usage and Expense Report for September 2021.

**Voted: Commissioner Silveira made a motion to accept and place on file the Utility Usage and Expense Report for September 2021. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Quarterly Cash Forecast and Quarterly Solar Income Reports**

The Board reviewed the Quarterly Cash Forecast and Quarterly Solar Income Reports.

**Voted: Commissioner Alfonso made a motion to accept and place on file the Quarterly Cash Forecast and Quarterly Solar Income Reports. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Fenton, Ewald & Associates - September 2021 Financials**

The Board reviewed the financials from Fenton, Ewald and Associates for September 2021. The Director informed the Board that the financial statements look excellent. The reserves are at 190.95%, well above the DHCD threshold of 35%. The accounts receivable are very low at only 0.56% of rents charged. Tenant rents are over what was anticipated. Every single expense line item category is performing under budget, with a net income from operations of \$26,402.72. The new budget guidelines have a 4% increase on all line items. Chairman Rousseau questioned some budgeted lines items under the nonroutine expenditures. Director Sheedy will have the RCAT look into the Dana Court key system and the McGann Terrace dumpster enclosure projects.

**Voted: Commissioner Alfonso made a motion to accept and place on the file the Fenton, Ewald & Associates September, 2021 Financials. Motion seconded by Commissioner Manzone. Vote unanimous.**

**Old Business**

**Security @ Complexes**

The Director informed the Board that everything has been relatively quiet. Tom did meet up with Detective Barboza. Not everything was resolved and they will meet up again.

**Old Business**

**Pest Control**

Director Sheedy informed the Board Waltham Pest was called in to deal with a cock roach issue, which has been resolved. There is also a potential bed bug issue that Waltham Pest is looking into.

**Old Business**

**Bicycle Storage.**

The Director stated there is nothing new to report. Commissioner Alfonso questioned why bicycle storage is on the agenda. Director Sheedy explained that the bicycle storage is tied into the new maintenance garage project and is kept on the agenda so the topic can be discussed when needed.

**Old Business**

**Mass NAHRO Lawsuit-Update**

Director Sheedy stated the lawsuit has been postponed again. She will keep the Board updated.

**Old Business**

**POD MOU w/FHVN BOH**

The Director stated there is nothing new to report. Dave Flaherty, the Town of Fairhaven Board of Health Agent, has not gotten back to her.

**Old Business**

**Smoking**

Director Sheedy informed the Board Resident Service Coordinator Kendra Rebello is looking into smoking cessation programs for the tenants. She also is having two presentations this week by Bask for Cannabis options.

**Old Business**

**ModPhase Project - Update**

The ModPhase Project was discussed, by the Board, at the beginning of the meeting with Mr. John Winslow.

**Old Business****Revised Reasonable Accommodation Policy/per DHCD**

The Board reviewed and discussed at length the Reasonable Accommodation/Modification Policy and Procedures from DHCD. The Director stated the new policy will replace the existing Housing Authority's Reasonable Accommodation Policy. This policy is a very specific, clear, helpful, reference assessment tool. This policy will be incorporated into the yearly Performance Management Review and will be a fault on the annual review if not adopted. Commissioner Manzone believes this policy is a wonderful tool, it is very serious and extremely important to follow these guidelines, there is a reason for them. A documented paper trail for any request is a must.

**Voted: Commissioner Manzone made a motion to adopt the Revised Reasonable Accommodation Policy and Procedures from DHCD. Motion seconded by Commissioner Scanlon. Vote unanimous.**

**New Business****Travel Policy**

The Board reviewed and discussed the Housing Authority Travel Policy. The policy is in place for employees who travel for work related events and tenants who are at a hotel because of work being done to their apartment.

**Voted: Commissioner Scanlon made a motion to change the meals amount of the Travel Policy to \$35.00 per day. Motion seconded by Commissioner Manzone. Vote unanimous.**

**New Business****Capitalization Policy**

The Board reviewed and discussed the Capitalization Policy.

**Voted: Commissioner Alfonso made a motion to adopt the Capitalization Policy. Motion seconded by Commissioner Manzone. Vote unanimous.**

**New Business****Award #094077 – Fire Alarm Replacement at Green Meadows 667-1**

The Board reviewed the bid documentation and reference approval for Laracy Electrical Contractors Incorporated. Director Sheedy informed the Board that it will take two to three weeks for the State to draw up the contracts. There is some excavation work to be completed first and with the current supply chain issues the project may not start until spring.

**Voted: Commissioner Silveira made a motion to award the low bid offer of \$266,300.00 for the Fire Alarm Replacement at Green Meadows 667-1 to Laracy Electrical Contractors Incorporated. Motion seconded by Commissioner Alfonso. Vote unanimous.**

**Tabled Items**

None.

**Communications/Correspondence****October 2021 FHA & MassNAHRO Newsletters**

Director Sheedy noted there was no October 2021 MassNAHRO newsletter.

**Voted: Commissioner Alfonso made a motion to accept and place on file the October 2021 FHA Newsletter. Motion seconded by Commissioner Scanlon. Vote unanimous.**

**Items/Documents/Forms Not Anticipated**

The Director informed the Board Christopher Thomas from the BSC Group addressed Commissioner Silveira's question regarding charging stations for the Anthony Haven Paving project. The stations could be added to the parking area at any time and do not have to be part of the current project. Power would be pulled from the building and an electrical engineer would be needed for the design. Commissioner Manzone suggested looking into State or Federal grants to help cover costs.

**Directors Report - October 21<sup>st</sup>, 2021**

The Board reviewed and discussed the Executive Director update dated October 21<sup>st</sup>, 2021. Chairman Rousseau questioned the \$19,300.00 increase to complete the requirements to secure a special permit to add four or eight additional parking spaces to the Anthony Haven parking lot. Christopher Thomas from the BSC Group and Paul Foley the Planning and Economic Development Director are working together to fully determine what is possible and required to add these spots. They will need to talk to the Town about waste water management. Due to a company merger the Director is looking for a new elevator service company. She will be issuing a RFP for elevator monthly service and State elevator inspections. The RFP will be issued to any relatively

local elevator company on the State Contract list of vendors that were awarded a contract from the Operational Services Division. Tom is working with Bass Reddy Rooter to resolve an issue with a shared drain line between two of the family units. The Fairhaven Fire Department is graciously conducting free Covid-19 testing today at Green Meadows for any housing authority tenants who would like to be tested. Due to the Town of Fairhaven's Boil Water Order the housing authority has purchased and delivered pallets of bottled water to the tenants. Commissioner Manzone informed the Board Christina Lopes of the Fairhaven Senior Center has cases of water donations and will deliver to housebound seniors. The Town of Fairhaven would like to see the Housing Authority's tenants sign up for the town alerts. A notice will go out to the tenants tomorrow and next week the RSC's, the office staff and Anne Silvia from the Council on Aging will help any tenant who needs assistance getting onto the system

**Voted: Commissioner Scanlon made a motion to accept and place on file the Director's Report for October 21<sup>st</sup>, 2021. Motion seconded by Commissioner Silveira. Vote unanimous.**

**Questions or Concerns of Commissioners**

Commissioner Silveira commented on how nice the newly planted trees look in front of Oxford Terrace. Director Sheedy informed the Board that eight trees and six hydrangea shrubs were planted between all of the complexes. Roseland Nursery is in the process of finalizing an estimate to do the flower plantings beginning in spring 2022. The Director is also trying to find someone to do holiday greenery.

**Future Agenda Items**

None.

**Adjournment**

**Voted: Commissioner Silveira made a motion to adjourn at 4:07 p.m. Motion seconded by Commissioner Manzone. Vote unanimous.**

Respectfully submitted,

*Kris Sheedy*

Krisanne Sheedy  
Executive Director

*KS/kmm*